

Bureau of Real Estate

SAFE ACT - Frequently Asked Questions

Questions Regarding Renewing a MLO License Endorsement

Q. I currently hold an individual MLO license endorsement and I am aware that it is going to expire on December 31st of this year. How do I renew my MLO license endorsement so that I can continue performing residential mortgage loan activities after December 31st?

A. All individual MLO license endorsements expire on December 31st of each year and must be renewed annually by submitting an individual renewal request/attestation electronically through NMLS along with the appropriate fees, and evidence of completion of 8 hours of NMLS approved [continuing education](#). The renewal period begins each year on November 1st and ends December 31st.

Q. I am currently the designated officer of a corporation that has an approved MLO license endorsement. How do I renew my corporation's MLO license endorsement so that my company can continue to perform residential mortgage loan activities after December 31st?

A. All company MLO license endorsements expire on December 31st of each year and must be renewed annually by submitting a company renewal request/attestation electronically through NMLS along with the appropriate fees. The licensed designated officer must complete 8 hours of NMLS approved continuing education and submit an individual renewal request/attestation electronically through NMLS. This individual renewal/request attestation should be submitted prior to the filing of the company renewal/request attestation and must be approved prior to the approval of a company renewal request/attestation. The renewal period begins each year on November 1st and ends December 31st.

Q. What is required to renew a MLO license endorsement and what are the fees associated with each CalBRE license type?

A. A renewal request is submitted through NMLS by logging into your account and attesting to your existing NMLS record. Attestation is a legal certification, whereby the applicant certifies that his or her record is up-to-date, all renewal requirements have been completed, and the applicant meets all renewal eligibility requirements. The following are the renewal fees associated with each CalBRE license type:

- Real Estate Salesperson and Broker license endorsement (MU4) – \$300 CalBRE MLO license endorsement renewal fee plus \$30 NMLS processing fee.
- Real Estate Broker Sole-Proprietor Company (MU1) – No CalBRE renewal fee, however, there is a \$100 NMLS processing fee.

AND

- Real Estate Broker Sole-Proprietor Individual (MU4) - \$300 CalBRE MLO license endorsement renewal fee plus \$30 NMLS processing fee.

- Real Estate Corporation Company (MU1) – \$300 CalBRE MLO license endorsement renewal fee plus \$100 NMLS processing fee.
 - Branch Office (MU3) – No CalBRE renewal fee, however, there is a \$20 NMLS processing fee.
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Q. Does my MLO license endorsement have to be in a specific license status in order for me to be eligible to request a renewal through NMLS?

A. Yes. At the time the renewal request is submitted to NMLS, your MLO license endorsement must be in one of the following “Eligible Statuses”: Approved, Approved-Conditional, Approved-Failed to Renew, Approved-Inactive or Terminated-Failed to Renew.

Q. How will I be notified when my renewal request has been processed and when will I receive my new MLO license endorsement certificate?

A. Pending any deficiencies that may be associated with your renewal filing and/or NMLS/CalBRE license records, you should receive an email from NMLS approximately 15 days after your submission through NMLS to CalBRE confirming that your renewal has been accepted. After you receive this email notification, you will be able to go onto CalBRE’s Web site and print your renewed license endorsement.

Q. Do I need to complete continuing education (CE) to maintain my MLO license endorsement for my individual filing?

A. Yes. MLOs renewing an individual MLO license endorsement are required to complete 8 hours of NMLS approved [continuing education](#) consisting of the following: 3 hours of federal law and regulations; 2 hours of ethics that must include instruction on fraud, consumer protection, and fair lending issues; 2 hours of training related to lending standards for the nontraditional mortgage product market; and 1 hour of undefined instruction on mortgage origination. CE must be taken through NMLS approved sponsors. Additionally, since it may take as long as [seven \(7\) days](#) for a CE course provider to report course completions to NMLS, MLOs are strongly encouraged not to wait until the final days of the renewal period to try to complete CE or they may be prevented from submitting an on-time renewal.

Q. I have completed 45 hours of continuing education (CE) to renew my real estate license. Can I apply any part of those 45 hours of CE to the MLO license endorsement CE requirement?

A. No. CE required to renew a MLO license endorsement must be completed through a NMLS approved sponsor. However, nothing precludes a CalBRE approved CE provider from creating a course that meets all the NMLS requirements as well as the CalBRE requirements for CE credit, qualifying and approving the course under NMLS and also CalBRE, and then offering the course to licensees.

Q. I was granted an exemption from the 45 hour continuing education (CE) requirements for my real estate license, based on my age and being licensed in good standing for 30 years. Will my exemption apply to the CE requirement for the MLO license endorsement?

A. No. Currently, there are no provisions in the SAFE Act or the Business and Professions Code which provide for an exemption from the MLO license endorsement annual CE requirement.

Q. If I do not renew my MLO license endorsement by December 31st am I eligible to renew my license endorsement at a later date?

A. Yes. NMLS does allow for a renewal to be requested during a “Reinstatement Period” which begins on January 1st and continues through the end of February. Additional late fees will not be assessed for filings submitted during the reinstatement period, however, individual renewal applicants will be required to complete [late NMLS continuing education](#).

Q. I currently hold a MLO license endorsement and failed to renew it by December 31st. Am I still able to perform residential loan activities as I plan to submit a renewal request during the NMLS “Reinstatement Period”?

A. No. Failing to renew a MLO license endorsement by January 1st will result in an existing license endorsement status changed to “Terminated – Failed to Renew” and requires that the licensee cease performing all activities that require a MLO license endorsement.

Q. If I fail to renew my MLO license endorsement during the NMLS “Reinstatement Period” will I be required to submit a new MLO application?

A. Yes. Failing to request a renewal by the end of February will result in a MLO license endorsement status changed to “Terminated-Expired” and will require the filing of a new application, authorizing a new credit report, the submission of new fingerprints for a criminal background check, completion of the appropriate required (late) continuing education and the required NMLS and CalBRE fees.

Q. Am I still able to renew my MLO license endorsement even though I have never authorized a credit report through NMLS?

A. No. In order to be eligible to renew a MLO license endorsement you must meet all of the minimum SAFE Act requirements which includes submitting an authorization for a credit report and the submission of fingerprints for a criminal background check through NMLS.

Q. Is there a preferred payment option to ensure that my MLO license endorsement will be renewed in a timely manner?

A. Yes. It is recommended that payments to renew a MLO license endorsement are submitted by credit card. Paying renewal fees by check/ACH payment may cause unnecessary delays in the processing of a MLO license endorsement renewal.

Q. I currently hold a company MLO license endorsement and failed to submit one or more mortgage call reports for the year 2012. Am I still able to renew my company MLO license endorsement for 2013?

A. No. The submission of mortgage call reports is a SAFE Act requirement and is also required pursuant to California Business & Professions Code Section 10166.08. Failure to submit required 2012 mortgage call reports to NMLS will result in the denial of the renewal of your company MLO license endorsement for 2013. Additionally, renewal fees will not be refunded if a MLO renewal filing is denied for failure to submit one or more mortgage call reports.
